

R.V.R. & J.C. COLLEGE OF ENGINEERING: GUNTUR

(Autonomous)

CHOICE BASED CREDIT SYSTEM REGULATIONS (R-17) for 2-YEAR MASTER OF BUSINESS ADMINISTRATION (M.B.A.) Degree Program

(W.e.f. the batch of students admitted into First Year M.B.A from the academic year 2017-18)

1. MINIMUM QUALIFICATION FOR ADMISSION:

The eligibility criteria for admission into Master of Business Administration (M.B.A.) programme is as per the guidelines of Andhra Pradesh State Council of Higher Education (APSCHE), Amaravathi.

1.1 Category – A Seats:

The seats under this category shall be filled by the Convener, ICET Admissions.

1.2 Category – B Seats:

The seats under this category shall be filled by the College, as per the guidelines of APSCHE

2. DURATION OF THE COURSE AND MEDIUM OF INSTRUCTION:

2.1 The duration of the course is two academic years consisting of two semesters in each academic year.

2.2 The medium of instruction and examination is English.

3. MINIMUM INSTRUCTION DAYS:

Each semester shall consist of a minimum number of 90 days of instruction excluding the days allotted for tests, examinations and preparation holidays.

4. REGISTERING THE COURSES OFFERED:

4.1 A student has to register and secure **120**, credits out of which 8 credits from Project Internship Report and Comprehensive Viva.

4.2 The structure of the M.B.A Programme comprises four semesters of course work, consisting of 28 Core subjects + MOOCs / NCFM + 6 Weeks Project Internship (at the end of I year II Sem) followed by Comprehensive Viva at the end of II year, II Semester. At the end of II year, I semester, the student should submit Project Internship report.

4.3 MOOCs (Massive Open Online Courses) Requirements.

- Enrolment of MOOCs Course will be initiated from the date of commencement of class work for I year I Semester.
 - MOOCs course completion certificate must be submitted on or before the last instruction day of II year I Semester.
 - List of organizations offering MOOCs course(s) will be announced by the respective Board of Studies, at the time of commencement of class work for I year I Semester.
- 4.4 a. Project internship shall be carried out under the Joint Supervision of a Faculty Member in the Department and a guide in the concerned organization, where he/she is working for the Project internship.
- b. Project internship should be undertaken only in Corporate Enterprise. The Project internship may be undertaken in the concerned area of specialization.
- c. Two copies of the Project Internship Report certified by the concerned organization, where the student has undertaken the internship, the Supervisor(s), the Head of the Department and submit the report at the end of the II year I semester.

4.5 Structure of the Program:

Semester	Credits	Marks
I	28	700
II	28	700
III	32	800
IV	32	800
TOTAL	120	3000

5. SHORT VISITS:

The students shall make one compulsory short visit to two different Industrial Establishments / Corporate Offices in the neighboring towns / cities in I Semester and II Semester. All the students are required to submit the visit reports at the end of the semester.

6. ATTENDANCE:

- 6.1 The student shall put-up a minimum of 75% in aggregate in each semester. If the student who could not satisfy the minimum attendance requirement is not eligible to appear for the Semester End Examination and shall have to repeat the same Semester.
- 6.2 Condonation of shortage in attendance may be recommended by the HOD on genuine medical grounds, up to a maximum of 10% provided the student puts in at least 65% attendance, provided, the Principal is satisfied with the genuineness of the reasons and the conduct of the student.
- 6.3 A weightage in Sessional marks up to a maximum of 5 marks out of 40 marks in each theory course shall be given for those candidates who put in a minimum of 75% attendance in the respective theory in a graded manner as indicated below:
- Attendance of 75% and above but less than 80% - 2 marks.
 - Attendance of 80% and above but less than 85% - 3 marks
 - Attendance of 85% and above but less than 90% - 4 marks
 - Attendance of 90% and above - 5 marks

7. EVALUATION:

7.1 INTERNAL EVALUATION:

- a. The performance of the student in each semester is evaluated, subject wise. The Internal Examination consists of a Sessional Test for 30 Marks, Attendance for 5 Marks and Seminars/class room performance for 5 marks. The Total marks for Internal Examination consists of 40 marks. The semester end examination is conducted for 60 marks. The Internal Evaluation for Theory subjects is based on the best of the performances in the two mid-term examinations, one held in the middle of the semester and another, held immediately after the completion of the last instruction day.
- b. The marks for Seminar / Project Internship presentation are evaluated by a panel of two faculty members.
- c. A student who could not secure a minimum of 50% aggregate Sessional marks is not eligible to appear for the Semester End Examination and shall have to repeat that Semester.

7.2 EXTERNAL EVALUATION:

- a. For each theory subject, there is a comprehensive Semester Examination at the end of each Semester.
- b. At the end of II year, I semester, a project evaluation is conducted both internally and externally. The examination is conducted by one internal examiner and one external examiner appointed by Principal.
- c. At the end of II year, II semester, a comprehensive Viva-Voce Examination is conducted by one internal examiner and one external examiner appointed by the Principal.
- d. The performance of the students in each semester is evaluated subject wise. The distribution of marks between sessional and Semester End Examination is as follows:

Nature of the subject	Sessional Marks	Semester End Exam. Marks
Theory subjects	40	60
Project Internship Report	40	60
Comprehensive Viva – Voce	--	100

8. CONDITION(S) FOR PROMOTION:

A student shall be eligible for promotion to next semester, if he/she satisfies the minimum requirements of attendance and internal marks as stipulated in ***Clauses 5 and 7.***

9. CONDITIONS FOR PASS:

A student is declared to have passed in individual subjects if he / she secure a minimum of 50% marks in theory / Project Internship / Comprehensive Viva in Semester End Examination and a minimum of 50% marks in both Sessional & Semester End Examination put together.

10. AWARD OF CREDITS:

Credits are awarded for all subjects. Each theory subject, Project Internship Report and Comprehensive Viva are awarded 4 credits.

10.1 AWARD OF GRADES

S.No.	Range of marks	Grade	Grade Points
1.	$\geq 90\%$	O	10.0
2.	80%-89%	A+	9.0
3.	70%-79%	A	8.0
4.	60%-69%	B+	7.0
5.	55%-59%	B	6.0
6.	50%-54%	C	5.0
7.	$\leq 49\%$	F	0.0
8.	The grade 'W' represents withdrawal /absent (subsequently changed into pass or C to O or F grade in the same semester)	W	0.0

10.2 A student securing 'F' grade in any course, there by securing zero grade points has to reappear and secure at least 'C' grade in the subsequent examinations for that subject.

10.3 After each semester, Grade sheet will be issued which will contain the following details:

- The list of subjects for each semester and corresponding credits and grades obtained
- The Semester Grade Point Average (SGPA) for each semester and
- The Cumulative Grade Point Average (CGPA) of all subjects put together up to that semester.

SGPA is calculated based on the following formula:

$$\frac{\sum [No. of credits \times Grade points]}{\sum No. of Credits}$$

CGPA will be calculated in a similar manner, considering all the courses up to that semester.

10.4 A consolidated Grade Sheet shall be issued to the student, after completing all, indicating the CGPA of all the two years, put together.

10.5 Conversion of CGPA into equivalent Percentage of marks:

$$\text{Equivalent Percentage of Marks} = 9.25 \times \text{CGPA}.$$

11. ELIGIBILITY FOR AWARD OF M.B.A DEGREE:

The M.B.A. Degree shall be conferred on a student who satisfies the following requirements:

11.1 The student who satisfies the conditions for pass in all the subjects of all the years as stipulated in *Clause 9*.

11.2 *Maximum Time Limit for completion of M.B.A. Degree*

A student, who fails to fulfill all the academic requirements for the award of the Degree, within four academic years from the year of admission, shall forfeit his/her seat in M.B.A Degree.

12. AWARD OF CLASS:

A student who becomes eligible for the award of M.B.A Degree as stipulated in *Clause 10* shall be placed in one of the following Classes.

S.No	Class	CGPA
1	First Class With Distinction	8.0 or more
2	First Class	6.5 or more but less than 8.0
3	Second Class	6.0 or more but less than 6.5

13. AWARD OF RANK:

The rank shall be awarded based on the following:

13.1 Ranks shall be awarded for the top five percent of the students, appearing for the Regular Semester End Examinations or the top ten students whichever is minimum.

13.2 The Rank shall be awarded only to those students who complete their Degree within two academic years.

13.3 For the purpose of awarding rank, those students who have passed all subjects in the first attempt only, shall be considered.

14. TRANSITORY REGULATIONS:

14.1 A student, who is detained or discontinued in any semester, on readmission shall be required to do all the courses in the curriculum prescribed for such batch of students in which the students join subsequently.

14.2 A student, studied under Acharya Nagarjuna University regulations, detained due to lack of academics/attendance at the end of the I Year I Semester, shall join in I Year I Semester of R-17 regulations.

14.3 A student, studied under Acharya Nagarjuna University regulations, detained due to lack of academics/attendance at the end of the I Year II Semester and onwards, shall continue Acharya Nagarjuna University regulations.

15. CONDUCT AND DISCIPLINE

15.1 Student shall conduct themselves within and outside the premises of the institute in a manner befitting the student of our institution.

15.2 As per the order of Hon'ble Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.

15.3 The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.

- a) Lack of courtesy and decorum, indecent behavior anywhere within or outside the campus.
- b) Willful damage of college / individual property.
- c) Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- d) Mutilation or unauthorized possession of library books.
- e) Noisy and unseemly behavior, disturbing studies of fellow students.
- f) Hacking of computer systems (such as entering into other person's areas without prior permission, manipulation and / or damage of computer hardware and software or any other cyber-crime etc.)
- g) Usage of camera / cell phone in the campus
- h) Plagiarism of any nature
- i) Any other acts of gross indiscipline as decided by the academic council from time to time.

- 15.4 Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debar from examination, disallowing the use of certain facilities of the institute, rustication for a specified period or even outright expulsion from the institute or even handing over the case to appropriate law enforcement or the judiciary, as required by the circumstances.
- 15.5 For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the chief warden, the head of the department and the principal respectively, shall have the authority to reprimand or impose fine.
- 15.6 Cases of adoption of unfair means and / or any malpractice in an examination shall be reported to the principal for taking appropriate action.
- 15.7 All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the academic council.
- 15.8 The institute level standing disciplinary action committee constituted by the academic council shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- 15.9 The principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the programmes committee in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the appropriate authority, shall be reported to the academic council for ratification.
- 15.10 "Grievance and Redressal Committee" (General) constituted by the Principal shall deal with all grievances pertaining to the academic / administrative / disciplinary matters.

16. MALPRACTICES

- 16.1 The Principal shall refer the cases of malpractices in internal assessment tests and semester-end examinations to a malpractice enquiry committee constituted by him / her for the purpose. Such committee shall follow the approved scales of punishment. The principal shall take necessary action, against the erring students basing on the recommendations of the committee.
- 16.2 Any action on the part of a student during an examination trying to get undue advantage or trying to help another, or drive the same through unfair means is

punishable according to the provisions contained hereunder. The involvement of the staff, who are in-charge of conducting examinations, valuing examination papers and preparing / keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned in the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

17. AMENDMENTS TO REGULATIONS

The College may, from time to time, revise, amend, or change the Regulations, Schemes of Examinations, and / or Syllabus.

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